

TUDDENHAM ST MARY PARISH COUNCIL

Chairman: Mark Dunnett

Vice-Chair: Angela Davidson

Clerk: Kim Burt

52 High Street

Tuddenham IP28 6SA

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AGENDA FOR TUDDENHAM ST MARY PARISH COUNCIL ANNUAL MEETING TO BE HELD at 7.45PM ON THURSDAY 15th May 2025 FOLLOWING THE PARISH COUNCIL AGM

TUDDENHAM ST MARY VILLAGE HALL, MAIN HALL

All Parish Councillors: You are hereby summoned, and members of the press and public you are hereby invited, to attend the Annual Meeting of Tuddenham St Mary Parish Council on Thursday 15TH May, in the Main Hall at the Village Hall, Tuddenham St Mary from 7.45PM to consider the items set out below.

Any person who may have difficulty in accessing the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort may be made to provide access.

The Council will record this meeting when the public and press are not lawfully excluded. Anyone speaking at the meeting will be deemed to have given consent to being recorded. The recording will be deleted when the minutes for the meeting are signed as a true record.

1. Chairman

To elect a Chairman to the Parish Council and to receive the Declaration of Acceptance of Office.

2. Co-option

To Co-opt Councillors to fill all casual vacancies.

3. Vice-Chair

To elect Vice-Chair of the Council.

4. Apologies for absence

- a. Councillors to receive any apologies for absence.
- b. Councillors to vote on acceptance to apologies for absence

5. Declarations of Interest and Dispensation considerations

(Members are reminded of their responsibility to declare any interest in respect of any matter contained or brought up in this meeting in accordance with the Council's Code of Conduct).

- a. To receive any Councillor's Interests in subsequent agenda items.
- b. To consider any Requests for Dispensations.

6. Minutes of previous meeting

Councillors to approve the Minutes of the last meeting held on 24 April 2025.

7. District Councillor report

To receive a report from Cllr David Taylor.

8. County Councillor report

To receive a report from Cllr Colin Noble.

9. Public Forum

To receive comments or questions from members of the Public.

10. Planning

To consider any new planning applications: DC/25/0520/HH Planning Consultation

11. Highways

- a. White lines, Higham Road
- b. Speed Sign, The Green

12. Finance (all supporting papers appended)

- a. To receive and approve the finance report for the year ended 31 March 2025:
 - i. Bank Reconciliations
 - ii. Budget to actual payments and receipts
 - iii. Reserves
 - iv. Assets
- b. Councillors approve the schedule of payments, and ratify any payments made since last meeting.
- c. Councillors to note receipts since last meeting.
- d. Councillors to note Payroll for year ending 31 March 2025 completed and P60 issued (Clerk).
- e. Councillors note that all tax has been paid for the year ending 31 March 2025 and P30 issued.
- f. Councillors to receive an update on the VAT return for tax year ending 31 March 2025.
- g. Councillors to review the bank mandate.

13. Governance

- a. To adopt revisions of Standing Orders, Code of Conduct, and other policies.
- b. To adopt a Safeguarding policy and be duly signed by the Chairman.
- c. To agree dates for public inspection of Parish Council accounts.
- d. To appoint Councillors to the following roles:
 - i. Asset Management
 - ii. Flooding
 - iii. Play Equipment
 - iv. Risk Assessment and Policies
 - v. Tree Warden
 - vi. Road Safety
 - vii. CEP
- e. To appoint Councillor representatives to the following external bodies:
 - i. Playing Fields committee
 - ii. Village Hall committee
- f. To review Parish Council subscriptions to the following external bodies:
 - i. Suffolk Association of Local Councils (SALC)
 - ii. Community Action Suffolk
- g. Councillors to receive an update on progress on the Action Grid.

14. Playing fields flood management

To receive an update on the meeting with SCC Flood Management/Highways.

15. Audit update

To receive an update on progress of the Internal Audit.

16. Community Resilience Plan (CRP)

To receive an update.

17. Community Engagement

To receive an update from the Clerk.

18. Asset List

To receive an update to the Asset List.

19. Quotes for work

To receive updates on works to be carried out and quotes received:

- a. War Memorial
- b. Grass cutting
- c. Weed Control

20. Correspondence

Councillors to note any correspondence previously circulated and consider any action needed.

21. Items for future meeting

Councillors to note any items for inclusion in a future meeting.

22. Matters Arising

23. Action Points

24. Councillors to note the date of the next meeting:

Thursday 19th June 2025

25. Clerk employment

26.

Chairman to close the meeting.

Signed: Kim Burt

Print Name: Kim Burt

Appointment: Parish Clerk Tuddenham St Mary Parish Council

Dated 01 May 2025

Once approved by the Chairman and signed by Parish Clerk this Agenda cannot be changed